

~~SECRET~~**CONFIDENTIAL**

23 September 1955

MEMORANDUM FOR: Deputy Director (Support) (Info) - 2  
 Deputy Director (Intelligence) - 11  
 Deputy Director (Plans) - 19  
 Director of Personnel (Info) - 5  
 Inspector General - 1  
 General Counsel - 1  
 Comptroller - 3  
 Director of Communications - 3  
 Director of Training - 3  
 Director of Logistics - 9  
 Director of Security - 10  
 Chief, Medical Staff - 3  
 C/PAPS (Info) - 1  
 SA/PC/DCI (Info) - 1

DOC	20	REV DATE	22-6-81	BY	006199
ORIG COMP		OPI	32	TYPE	01
ORIG CLASS	5	PAGES	10	REV CLASS	5
JUST	22	NEXT REV	2011	AUTH	HR 70-2

SUBJECT

Proposed Revision of [REDACTED] Personnel Policy  
 (Job #921-TT)

25X1A

1. Subject issuance is submitted for concurrence and comment.

2. Paragraph 2 of [REDACTED] was revised by the Office of Personnel to eliminate the incompatibility with [REDACTED] Agency employees are now differentiated as being permanent or temporary, and Career Employees are categorized as those permanent employees who have been selected as members of the Career Staff.

25X1A

3. Paragraphs 3b and 4 have been revised to correct organizational titles only.

4. The [REDACTED] counterpart of this issuance is being submitted, by separate memorandum, for concurrence and comment.

5. Any questions may be referred to Mr. [REDACTED] Office of Personnel, extension 3831.

25X1A

6. Please indicate your concurrences and comments on the attached Concurrence Sheet and submit to this by 14 October 1955.

25X1A9

25X1A Enclosures: [REDACTED]  
 Proposed [REDACTED]  
 Concurrence Sheet

X1A9a NOT/S/RCS [REDACTED]:pan

(791)

~~SECRET~~**CONFIDENTIAL**

S-E-C-R-E-T

DOC	20	REV DATE	22-6-81	BY	006199
ORIG COMP		OPI	32	TYPE	01
ORIG CLASS	5	PAGES	10	REV CLASS	5
JUST	22	NEXT REV	2011	AUTH	HR 70-2

~~SECRET~~

TO: REGULATIONS CONTROL STAFF, 101 [REDACTED] 25X1A6a

CONCURRENCE SHEET

~~CONFIDENTIAL~~

25X1A

PROPOSED ISSUANCE: [REDACTED] Personnel Policy  
Draft A dated 23 September 1955

CONCUR:

- (a) Substance
- (b) Rescissions
- (c) Classification
- (d) Distribution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

COMMENT

(Job #921-A-TT)  
Due: 14 October 1955

~~SECRET~~

~~SECRET~~

~~S-E-C-R-E-T~~

~~SECRET~~

~~CONFIDENTIAL~~

25X1A

PERSONNEL  
1955

PERSONNEL POLICY

- Rescissions: (1) [REDACTED] 1953  
(2) [REDACTED] dated 15 November 1954  
(3) CFR's 5.1a and b dated 26 April 1951

CONTENTS

	Page
GENERAL.....	
POLICY.....	
THE PERSONNEL PROGRAM.....	
AGENCY RELATIONS WITH STAFF PERSONNEL.....	

1. GENERAL

This regulation states the personnel policy of the Central Intelligence Agency within the authority granted the Director in the National Security Act of 1947 and the Central Intelligence Agency Act of 1949. This regulation defines the intent of the Agency toward the groups of personnel who work in fundamentally different relationships with the Agency and outlines the basic objectives of the Agency's personnel program.

2. POLICY

The effectiveness of the Central Intelligence Agency is entirely dependent upon the productive efforts of its personnel. The Agency utilizes the services of individuals under a wide variety of circumstances which determine their fundamental relationships with the Agency. The primary categories of personnel listed below reflect these differences and define the intent of the Agency toward personnel in each category. These categories and statements of basic policy objectives serve as the framework for more detailed personnel policy and procedures.

a. EMPLOYEES

Two primary groups of individuals serve in an employee relationship with the Agency; namely, those employees hired either by appointment or by contract for long-term service and employees hired by appointment or contract whose services are required for limited periods to meet temporary needs.

~~SECRET~~

~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~

S-E-C-R-E-T

25X1A

25X1A

PERSONNEL  
1955

(1) Permanent Employees

(a) General

The primary asset of the Central Intelligence Agency is its group of permanent employees who are appointed for long-term service in planning, supervising, conducting, and supporting Agency activities. The size of this group will be determined by the long-range needs of the Agency, rather than by its more variable temporary requirements. In order to maintain a competent group of permanent employees the Agency will select, develop, and effectively utilize qualified individuals who are suitable for long-term service; motivate them toward rendering maximum service to the Agency; and eliminate, in an equitable manner, those employees who fail to perform effectively.

(b) Staff Employees and Staff Agents

Permanent employees include all Staff Employees and Staff Agents, as defined below, whether on duty in headquarters or in the field:

- (1) A Staff Employee is a citizen of the United States, appointed at U. S. Government rates of pay to an established position in CIA. This appointment carries with it all rights to annual and sick leave, retirement benefits, and other emoluments of Government employees. For

25X1C

included in this category.

- (2) A Staff Agent is an employee who meets the standards for a Staff Employee but performs services under cover and is appointed in pseudonym for security reasons. He is entitled to the privileges of a Staff Employee, and his conversion to a Staff Employee is provided for in his appointment action.

(c) Career Employees

Career Employees of the Agency are those permanent employees who are members of the Career Staff. The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of

S-E-C-R-E-T

DRAFT A  
(Job #921)

S-E-C-R-E-T

25X1A

25X1A

PERSONNEL  
1955

25X1A

the Agency and who intend to make a career with the Agency. It is composed of Staff Employees and Staff Agents who have successfully completed a trial period and a provisional period prior to their selection as members of the Career Staff. Career Employees will be afforded, within the framework of applicable laws, all possible consideration for job security, special training, and other benefits now or hereafter provided for members of the Career Staff, as distinct from temporary employees and other categories of Agency personnel. (For information concerning an employee's status during the trial period, see [REDACTED] Appointments; for information concerning an [REDACTED] status during the provisional period and for [REDACTED] information pertaining to Career Staff, see [REDACTED] The Career Staff of the Central Intelligence Agency.)

25X1A  
25X1A

## (2) Temporary Employees

The Central Intelligence Agency will employ qualified temporary personnel to meet short-range needs which cannot be met through the use of permanent employees. These temporary personnel will be employed by contracts or by appointments which define specified periods of employment. Temporary employees will be provided working conditions and relationships which promote their day-to-day efficiency. They will receive the rights, privileges, and benefits to which they are entitled by the nature of their employment by the Federal Government. Agency policies and practices concerning career planning, rotation, and other procedures designed to increase the long-term value of permanent employees are not applicable to temporary employees. Temporary employees will ordinarily be retained for the periods specified in their employment agreements unless they do not contribute effectively or their services become unnecessary.

## b. DETAILED PERSONNEL

Two primary groups of personnel are detailed to the Agency from other Federal establishments: those subject to the legal and administrative controls which are applicable to civilian personnel and those who are subject to the legal and administrative controls which are applicable to members of the Armed Forces.

3

DRAFT A  
(Job #921)

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

25X1A

PERSONNEL  
1955

employees of the Agency. They will receive only the benefits and compensation which, through negotiation, have been found necessary to obtain their services and which are specified in their contractual agreements. The services of associates will be retained only for the periods specified in their contracts. (Part XIV of the Confidential Funds Regulations currently contains the detailed provisions concerning the various categories of Associates, their rights and the conditions governing their utilization in the Agency. These regulatory provisions will be rescinded upon the completion of the processing of proposed Regulation Associates.)

25X1A

### 3. THE PERSONNEL PROGRAM

#### a. OBJECTIVES

In order to implement its policies with respect to personnel in each of the primary categories, the Agency will conduct programs to accomplish the following objectives:

- (1) Determining the quantitative and qualitative requirements for personnel of each category by continuous analysis of the work activities necessary to accomplish its mission.
- (2) Evaluating the effectiveness and capabilities of personnel throughout their association with the Agency.
- (3) Assigning personnel to duties and responsibilities which enable them to contribute to a maximum and increase their value to the Agency.
- (4) Providing insofar as possible working conditions, relationships, and benefits which promote day-to-day efficiency and stimulate personal identification with the Agency's objectives.
- (5) Recruiting additional personnel in each category as necessary to meet established requirements.
- (6) Separating those individuals who do not perform effectively or whose services are no longer required.

#### b. RESPONSIBILITIES

- (1) The heads of Agency components are responsible for taking action to implement the objectives of the personnel program in a manner consistent with law and Agency policy.

25X1A

25X1A

PERSONNEL  
1955

- (2) The Director of Personnel is responsible for assisting components in the development and implementation of personnel programs to accomplish these objectives and for monitoring personnel activities throughout the Agency.

#### 4. AGENCY RELATIONS WITH STAFF PERSONNEL

##### a. GENERAL

The Director of Personnel shall be responsible for the development of personnel relations policy in respect to all Agency relations with and among all staff personnel, and for Agencywide review and guidance in respect thereto. In particular, these responsibilities shall embrace such relations on the part of the Office of Training, the Medical Staff, and the Office of Security with Agency staff personnel.

##### b. RESPONSIBILITIES

- (1) Subject only to those medical and security recommendations set forth below, the Director of Personnel has overall Agency responsibility for determination as to the suitability of applicants for staff positions and staff personnel, as well as for the morale effect of internal organizational relations with such personnel.
- (2) The Chief, Medical Staff is responsible for providing professional medical and psychiatric services pertinent to determinations as to physical and emotional suitability, and therapeutic determinations, as well as for providing the Director of Personnel with recommendations when appropriate and where indicated. Technical professional determinations by the Chief, Medical Staff may not be overridden without the express approval of the Director of Central Intelligence.
- (3) The Director of Security is responsible for including in reports of security investigations information pertinent to the suitability of the individual being investigated, and for providing recommendations to the Director of Personnel, based upon the results of such investigations. Technical determinations of the Director of Security may not be overridden without the express approval of the Director of Central Intelligence.
- (4) The Director of Training is responsible for conducting the Agency psychological testing programs, and for providing psychological evaluations exclusive of those contained within the medical program. Based upon the results of such services, he shall be

S-E-C-R-E-T

25X1A

25X1A

PERSONNEL  
1955

responsible for furnishing recommendations as to suitability to the Director of Personnel. All employee psychological services, except for those contained within a psychiatric or medical program, shall be given technical guidance and monitoring by the Director of Training, and at headquarters shall be administered by him.

DISTRIBUTION: AB

S-E-C-R-E-T